

Combined Capitol Planning Commission and Vertical Infrastructure Advisory Commission Meeting Minutes January 14, 2009

1:00 pm – 4:30pm
Jessie Parker Building – DOC Board Room
410 E. 12th Street, Jessie Parker Building
Des Moines, Iowa 50319

The annual combined meeting of the Capitol Planning Commission and Vertical Infrastructure Advisory Committee was called to order at 1:00 p.m.

Capitol Planning Members Present

Brice Oakley, Chair	Molly Clause
Scott Brown	Elizabeth Isaacson
Ray Walton, Secretary	Carl Voss

Capitol Planning Members Absent

Cathy Brown, Vice Chair

Vertical Infrastructure Advisory Committee Members Present

Les Holland, Chair	Terry Slinde
Eve Palmer	Dennis Bennett
Mary Krier	

Vertical Infrastructure Advisory Committee Members Absent

Gary Benshoff
Daniel Prymek

Dept. of Administrative Services (DAS) Staff Present for all or a portion of the meeting

Ray Walton – DAS, Interim Director
Patricia Lantz—DAS, General Services Enterprise Interim COO
Dean Ibsen—DAS, General Services Enterprise, Vertical Infrastructure Program
Nancy Williams—DAS, General Services Enterprise
Christine Suckow – DAS, General Services Enterprise, Vertical Infrastructure Program
Paul Carlson—DAS, A & E Services
Robert Bailey—DAS, Marketing
Barbara Bendon – DAS, Space Management

Others Present for All or Portions of the Meeting

Eddie Sauls—Iowa Workforce Development
Rev. Chet Guinn—Peace Foundation Committee
Mickel Edwards—Dept. of Corrections
Jerome Thompson – Dept. of Cultural Affairs
Bill Dikis—Architectural Strategies
Captain Mark Probst—Dept. of Public Safety/Iowa State Patrol
Scotney Fenton, RDG Planning & Design
John Dostart – DHS
Judi Cooper – IUB
Robert Grayson
Jeffrey Morgan – Jeffrey Morgan Architecture Studio
Kathy Shannon – Iowa Veterans Home

John Baldwin – Director, Corrections
Bill Angrick – State Ombudsman
Matt Carlisle – Confluence
Don Miles – Zimmer-Gunsul-Frasca Architects
Criss Fournier – Zimmer-Gunsul-Frasca Architects
Paddy Tillett – Zimmer-Gunsul-Frasca Architects
Ross Tilghman – Tilghman Group Transportation Planning

Summary of Proceedings

Minutes of Proceedings

Call to Order and Introductions

The meeting was called to order at 1:00 p.m.

The meeting was called to order by Vertical Infrastructure (VIAC) Chairman Les Holland at 1:00 a .m., followed by roll call by Nancy Williams and introductions.

John Baldwin, Director of Corrections welcomed everyone to the Jessie Parker Building, Corrections Board Room and thanked the members for all that they have done for the State. Director Baldwin noted the State has made a huge commitment to improve infrastructure, we have really benefited in order to keep some really old buildings functioning. This has happened because of your efforts and the Department of Corrections cannot thank you enough. Corrections operate two of the oldest functioning buildings in Iowa, with one completed before Iowa became a state. By the winter of 2013 we will close down the walls of Ft. Madison and open a brand new prison. The second oldest building is at Anamosa. Corrections really appreciates all that you do for us.

Meeting Overview and Approval of Agenda – Action Item

The agenda was approved as presented by both the Vertical Infrastructure Committee and the Capitol Planning Commission.

Request for Comments during the Meeting

Chairman Oakley and Chairman Holland outlined procedures for receiving questions and comments during the meeting and for voting.

Discussion of Joint Interests of the Two Organizations

Dean Ibsen advised DAS helps VIAC sort through requests from all of the agencies related to the work that the Vertical Infrastructure does. We work with twelve agencies or divisions depending on how you count. Agencies submit requests to the Department of Management, we review those requests, and the Advisory Committee offers rankings based on their interest and focus and make recommendations to the Governor. The Capitol Planning Commission looks Capital Requests specific to the Department of Administrative Services.

Mr. Ibsen distributed copies of the projects specific to the Capitol Complex (copy attached to minutes). For the Capitol Planning Commission we pull out projects specific to the Capitol Complex and starting last year we have put the top ten projects in the annual report that goes to the Legislature.

Mr. Ibsen advised the Governor's budget is not out yet, noting he does not know how any of our projects stand until the budget is announced. We are at the beginning of the appropriation process.

The Vertical Infrastructure Committee's report and recommendations have already gone to the Governor, those were due to the Governor on December 15, 2008. The Capitol Planning Commission's annual report is due to the Legislature by the end of January.

Vertical Infrastructure Advisory Committee Brief Overview

Chairman Les Holland advised VIAC is comprised of seven members appointed by the Governor for three year overlapping terms established by Executive Order in 1999. We meet monthly, in 2008 we had 13 meetings at various agencies and institutions to conduct our business. The Committee works closely with DAS and eleven other agencies to prioritize major maintenance needs and allocate routine maintenance funding.

2008 was a very good year with thirty-five projects of over \$11 million dollars in value completed. There are also fifty-four projects on complex in process with a value of \$43 million, and another 179 projects in process off complex with a value of \$148 million dollars for a total of 233 projects staff has been working on. A large share of the projects are completed and 80% of them are 80% to 90% completed. An awful lot of work has been done by staff.

Chairman Holland advised a couple years ago we went through multi-year funding which has allowed for multi-year planning. We are now combining various projects having similar work into one contract which enables contractors to bid one or more projects at the same time resulting in cost savings to the State. Additionally, DAS staff has developed and refined a

monthly project management status report that enables us to check the progress of each of the projects scattered throughout the State.

Developing stable funding has been a problem we have been facing for the ten years we have been in existence with the first few years minimal funding to try to address an awful lot of needs. The last couple years the Legislature appropriated two \$40 million and a \$20 million dollar appropriation. Unfortunately, due to the economy, Legislature felt another need to take a look at the funding and de-appropriated \$25 million of the FY'09 money.

We spend a significant amount of time discussing what we can do to find some type of a stable funding source that everyone can look to and staff can do proper planning with and the agencies. We are feeling pretty about the action the Governor's office is taking in trying to provide some kind of funding through the bond issue he is proposing.

The 2009 appropriation of \$40 million dollars was reduced to \$15 million, and those funds are not available pending the sale of the tobacco settlement bonds. The cut back in funding has forced planned projects to be deferred and re-prioritized, the FY09 appropriations for routine maintenance of \$3 million dollars and slashed to \$1.4 million. Because additional multi-year funding was not appropriated, our long-range planning is on hold. Despite the set backs VIAC and DAS staff continue to work in a positive way and continue to look for efficiencies in our work and projects.

Capitol Planning Commission Brief Overview

Chairman Brice Oakley advised the Capitol Planning Commission does track in general the projects VIAC since a lot of that affects our work. 2008 was a good year for the Capitol Planning Commission in several respects.

We were able to fine tune some things that will be useful to us going forward, things you can do even though you don't have money to spend, planning must go forward. We were fortunate to receive an appropriation of \$250,000 last session to do the Master Plan update. The Master Plan update will be completed a year from now. We have a permanent committee on our Commission designated to monitor and contribute toward the process and to take an active part in the process.

We have formalized the Site Features Plan criteria we use when asked to have a monument, memorial or some site feature placed on the Capitol Grounds.

The Community College Trustees building near the Capitol Complex will come on line in 2009. The IUB/OCA is scheduled to be completed in 2010.

The new state office building (\$37 million dollars) will be de-appropriated this session.

Business Meeting for Vertical Infrastructure Advisory Committee

Approval of Minutes of December 11, 2008

MOTION: Terry Slinde moved to approve the minutes as presented. Eve Palmer seconded. Minutes approved.

Questions and Comments from Committee Members

Terry Slinde asked for more information about the implication of the Governor's Condition of the State speech on January 13, 2009 and how that would impact the Vertical Infrastructure Advisory Committee. Ray Walton advised he didn't have any details; however, Governor Culver is very supportive of being responsible in maintaining infrastructure. Chairman Holland advised he believes the DOT facilities are in very good shape in comparison to the buildings our twelve agencies have. Mr. Walton stated the bridges are an enormous problem whether state or county bridges, but there are some awful county bridges out there that are so expensive that counties will struggle with funding for them. Mr. Ibsen stated one of the details he read in the Des Moines Register about is the Rebuild Iowa Infrastructure Authority and bonding which could provide the funding for some of the projects that were to be funded with tobacco securitization. Mr. Ibsen stated the other detail he read is that they will be looking for projects that are "shovel ready" projects. Mr. Walton stated the State of Iowa has a liaison office with the Congress in Washington DC, they have asked us for a list of projects that could commence quickly. We sent them all \$200 million dollars worth of projects we thought we could get going quickly.

Old Business

Mr. Ibsen advised we will be talking about the calendar of events and the possibility of suspending some of the meetings in 2009. Chairman Holland stated he had asked that DAS take a look at other State Agencies in government to see what they requested in their request to the Legislature and what was actually appropriated to compare how we fared in relation to them. Chairman Holland stated he would like this on the agenda for discussion next month.

Ongoing Issues/Staff Reports

Alternative Delivery Systems

Kathy Shannon (formerly DAS/A&E staff) is here today from the Iowa Veterans Home. Kathy was one of our big cheerleaders for roofing projects that we worked on around the state and in helping to assemble roofing projects allowing contractors to bid on multiple roofing projects at the same time, which was a very successful project. Mr. Ibsen stated DAS is doing the same thing with elevators, there are some code requirements for code upgrades by 2011 and we are in the process of assembling all of those elevator projects. We are not sure we are going to have the money for it, but we are at least doing the "up front" work so we will be ready to proceed when money becomes available. We have a list of 40 – 50 elevators around the State.

Routine and Major Maintenance, ADA

Routine money has been distributed to everybody except Workforce Development, that \$1.4 million dollars should be done within the next week. In major maintenance we had to cut back from expecting \$40 million dollars to \$15 million which is not available at this time. We are just working with the funds available and as priorities arise or crisis arise, we may shift the money as

we need to so we can address the major maintenance work. We are working with the fund of \$58 million dollars from the last three years, all of that money has been allocated to projects, and a large portion of it is under contract. Paul Carlson discussed the three reports (copies attached to the minutes) prepared by the Architectural and Engineering area: 1) In Process, On-Complex, 2) In Process, Off Complex and, 3) Completed projects as of 1/14/09. Mr. Carlson stated those items are 98% to 99% completed means we are in the "close out mode", the work has been completed and accepted but now it's a matter of assembling the paperwork to officially close out the project. On these projects, we are holding at least 5% retainage. In reviewing the completed projects it was noted there was a savings to the State of \$155,144, none of the projects were over budget and several completed under budget. Mr. Slinde stated this was very significant and he is very proud of the department.

Project Status reports – Requests vs. Appropriations

Chairman Holland advised the Vertical Infrastructure Committee has already submitted our FY'10 infrastructure budget offer asking for almost \$260 million dollars for projects and we have been getting appropriations starting out at \$2 million to \$3 million for the 970 institutions around the state. Mr. Ibsen stated the \$260 million represents the twelve agencies that we work with, that is 900 buildings and about 70 locations and that is about 21% of the State's assets.

Staffing, Database, Training

Staffing

No change

Database

On hold waiting for funding.

Training

Paul Carlson advised DAS is working on a joint venture with Iowa State University Engineering Department, the Continuing Education Department and the Iowa Department of Transportation which is co-sponsoring a construction project management conference to be held March 2 and 3rd, 2009. Continuing education credits will be awarded to attendees. Mr. Walton stated this is a very good example of creative thinking by Paul advising he received flyer in the mail about a year ago to go to a similar class in Las Vegas, Nevada with a registration fee of \$1800 plus flight and lodging on top of that. Paul then worked with Iowa State University extension put this training together, this conference is really 100% Paul's creation. It is good for our State, it is the right thing to do and it's affordable.

Vertical Infrastructure Consent Calendar

Mr. Ibsen advised the Consent Calendar was established about a year ago. As we looked at all of our major maintenance project and the funding needs, we work with the agencies and the project managers to balance the major maintenance funding between projects. This is a process to try to streamline the work. We want the Vertical Infrastructure Advisory Committee and the agencies to be aware of the adjustments we make. Each item on the list was discussed (copy of document attached to the minutes).

MOTION: Dennis Prymek moved to approve the consent calendar as submitted. Eve Palmer seconded the motion. Motion passed.

Discussion on Plan of Action for 2009

Mr. Ibsen stated he is hoping we can get the Plan of Action for 2009 in place soon. This is on the agenda for discussion about any particular things that we want to include on it. Chairman Holland stated we are looking for any additions or changes.

MOTION: Mary Krier moved to proceed with the Plan of Action and just move it forward. Terry Slinde seconded the motion. After discussion, the motion was rescinded.

Mr. Ibsen will update the Plan of Action for 2009, send to VIAC members and it can be approved at the next meeting. The starting point will be rolling forward what we had in 2008.

Other Business

Mr. Ibsen presented a Proposed 2009 Public Meeting Schedule for all of the groups we work with in VIAC. Mr. Holland stated when this is finalized, it will go to Legislators throughout the State so they know when a meeting will be held in their districts. VIAC normally meets on the 2nd Thursday of every month. This proposal suggests every other month we would have conference call so we can deal with issues at hand. The February meeting would be a conference call, the March meeting would be a regular meeting probably closer to Des Moines so we can reduce travel time. April would be a conference call and May is the big meeting where we review agencies requests for major maintenance and this would be on the Capitol Complex. Two weeks later we would have a conference call to discuss the projects and we start to talk about the ranking of those projects. June, also a conference call, July regular meeting on the Capitol Complex, this would be to finalize our major maintenance requests. Since we hope agency representatives from the Capitol Complex could attend that meeting, we are suggesting that meeting be held on the Capitol Complex. August would be a conference call and September would be Mason City State Patrol (we have a new State Patrol Post that will be opening in March in Mason City). October would be the meeting again on the Capitol Complex to look at all of the capital requests agencies have submitted to the Department of Management. November would be a conference call and December we will be finalizing the annual report, a location to be determined.

Chairman Holland noted six of the meetings are scheduled as conference calls. At the last meeting when all members were present there were strong feelings on the part of the VIAC members that we continue visiting the various agencies around the state because of the

information and also it gives us a lot better feel on the types of projects. Mr. Ibsen stated we don't have a dollar amount for each meeting since many of the costs are intangible such as staff time to and from the various locations as well as staff time at the institution Mr. Ibsen noted we don't know what kind of money we will be having or what kinds of project there will be this year, suggesting we acknowledge that and limit the site visits this year. Terry Slinde stated he felt site tours were pretty important. Eve Palmer stated she has gained so much information from the site visits; however, it is a rough year for everybody and maybe we need to back-off on site visits for at least six months and see what happens with funding, we all have to tighten our belts. Mary Krier stated it is a good faith action to go ahead to and implement Mr. Ibsen's idea noting as much as she enjoys the site visits, she thinks it is in our best interests to consider the conference calls. All of the members have served a couple years, we are an established Committee, we have already visited several sites, but in the interest of the dire situation in the economy I would vote for Mr. Ibsen's schedule. Kathy Shannon with the Iowa Veterans Home stated her concern is that the facilities really need to put a face on what you are hearing, you can hear that concrete or plaster is falling but until you see it, you don't get the urgency that the facilities are trying to convey. It is our one shot to be able to convince you that we need help noting she is pleading for site visits, even if you can't get the money now, you will have a more vivid memory when the money comes of what our problems are. Mark Probst with the Patrol Post stated it is very important to agencies to have the 20-minute opportunity to really give you a bird's eye view of what we are asking for. We come in on a major maintenance or capitol request and plead our case and we give you pictures, etc., but to actually have you in the facilities has proven to be very valuable. If you could come out and visit, that would be our preference as well.

MOTION: Mary Krier moved to accept the proposed schedule for this year. Eve Palmer seconded the motion. Motion was tabled until the February meeting.

Questions and Comments from Agency Representatives, Committee Members, Public
None

Next Meeting
Agenda Items:

1) Report – State Agencies not represented by the Vertical Infrastructure Committee, dollar amounts they requested from Legislature versus the dollar amounts they received and compare to how the agencies we represent received.

2) Plan of Action to be approved.

3) Proposed 2009 Public Meeting Schedule approval

The Capitol Planning Commission conducted its meeting. Notes for that meeting are available upon request."